

# Risk Assessment Form

Date: 31 <sup>st</sup> May 2020	Assessor:	Stuart Hewes (Health and Safety Manager)
Area/Activity: University Wide/All Activities	Assessment Title: Minimise the risk of Covid-19 exposure	

**IMPORTANT: Anyone showing symptoms of Covid-19 such as a high temperature, persistent cough, loss of smell or taste or living with someone who is showing symptoms must not attend campus and should seek medical advice as advised by government.**

This Risk Assessment (RA) is University-wide and therefore generic in nature. It provides a broad framework under which activity-based, local risk assessments are undertaken. All risk assessments are accessible to colleagues [here](#). Risk assessments are undertaken at a point in time but are living documents and, as such, will be reviewed and updated as and when guidance changes.

Item No.	Activity, Equipment, Materials, etc.	Hazard	Persons at risk	Severity	Likelihood	Risk Rating	Control Measures Required	Final Result*
						H 20-36 M 12-18 L 1-10		
1	Travel to and from and between campuses	<p>Severe illness/death if infected Longer time off work as a minimum. Loss of skills and expertise. Failure to provide a duty of care under H&amp;S legislation.</p> <p>Unknown impact to the unborn baby. Severe illness to the mother if immune system compromised due to pregnancy or other associated health condition in which underlying conditions also</p>	<p>Identified vulnerable person e.g.</p> <ul style="list-style-type: none"> <li>Chronic or underlying health condition (heart disease, chronic respiratory disease, diabetes, cancer, hypertension, significantly impaired immune system).</li> <li>Staff from ethnic minority</li> <li>Those over the age of 60 years are more at risk</li> </ul>	5	4	<b>20 H)</b>	<ul style="list-style-type: none"> <li>Work from home unless the work cannot be carried out without being on campus.</li> <li>Minimise risk of commute by public transport, support on-site parking facilities for all staff</li> <li>Consider means of commuting between sites to avoid public transport and follow Stagecoach safe travel strategy.</li> <li>Avoid public transport if possible</li> <li>Purchase of travel card if using public transport, to avoid buying daily ticket</li> <li>Follow government advice with regards to social distancing and the use of face coverings <a href="https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces">https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces</a></li> </ul>	4x1= 4 (L)

# Risk Assessment Form

		<i>need to be considered which would increase the inherent risk.</i>	<i>than younger staff</i> • <i>Expectant mother</i>					
2	<i>Staff Working Arrangements</i>	<i>Working area</i>	<i>Staff, Students, Visitors.</i>	4	4	<b>16 (M)</b>	<ul style="list-style-type: none"> <li>• <i>Work from home unless the work cannot be carried out without being on campus.</i></li> <li>• <i>If unable to work from home segregation at work by providing a separated workspace a minimum of 2 meters away from others.</i></li> <li>• <i>Follow specific government guidance on social distancing.</i> <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a> and keep updated with the regular announcements on the staff intranet and as a reminder how to maintain social distancing. All staff to manage their own social distancing and challenge those who don't</li> <li>• <i>Provide isolated space with hand washing facilities.</i></li> <li>• <i>Enable the sharing of information, key skills and expertise to reduce the Single Point of Failure.</i></li> <li>• <i>Monitor lone working remotely.</i></li> </ul>	<b>4x1= 4 (L)</b>
3	<i>Cross infection</i>	<i>Whole team could become infected and ill at the same time.</i>  <i>Loss of expertise and service.</i>  <i>Service could not</i>	<i>Staff, Students, Visitors.</i>	3	4	<b>12(M)</b>	<ul style="list-style-type: none"> <li>• <i>Enable work from home if they are able to do so by virtue of their role and their home set-up.</i></li> <li>• <i>If unable to work from home:</i> <ul style="list-style-type: none"> <li>• <i>Split professional support and academic colleagues teams to reduce risk of whole team infection.</i></li> <li>• <i>Provide large enough teaching / working</i></li> </ul> </li> </ul>	<b>2x3=6 (L)</b>

# Risk Assessment Form

		<i>continue.</i>					<ul style="list-style-type: none"> <li>space to enable further isolation if required.</li> <li>Share work information and files.</li> <li>Maintain social distancing.</li> <li>Maintain welfare facilities</li> <li>Minimise risk of commute by public transport in line with government guidance</li> </ul>	
4	Front of House / regular contact with people. Student and public behaviour which may not be in compliance with social distancing.	Potential exposure to those infected with Covid-19.	Staff, Students, Visitors.	4	4	<b>16 (M)</b>	<ul style="list-style-type: none"> <li>Deliver services remotely where possible.</li> <li>Self-Isolating students remaining in accommodation and processes in place to manage the provision of food and medicines.</li> <li>Students advised to contact student support services by email or phone wherever possible.</li> <li>Reduced number of students on campus.</li> <li>Demarcate clear distance of 2 meters in reception areas.</li> <li>Personal protective equipment and advice on social distancing provided to those dealing with the public in line with task specific risk assessments</li> <li>Personal protective equipment and advice provided on delivering first aid.</li> <li>Manage student expectations based on a limited service.</li> <li>Install screens in reception areas.</li> <li>Maintenance requests to be raised online only <a href="mailto:CRHelpdesk@northumbria.ac.uk">CRHelpdesk@northumbria.ac.uk</a></li> </ul>	4x2=8(L)
5	Loss of Staff	Unable to maintain same level of service delivery	Staff	3	4	<b>12(M)</b>	<ul style="list-style-type: none"> <li>In line with the task specific risk assessment reduce service levels, accordingly, closing down other non-essential services as appropriate.</li> <li>Identify which buildings need to be open for essential services</li> <li>Identify essential services and reallocate available staff to cover these where possible</li> </ul>	3x1=3(L)

# Risk Assessment Form

							<ul style="list-style-type: none"> <li>• Manage expectations of service delivery</li> <li>• Staggered shift patterns</li> <li>• As far as possible, where staff are split into teams, fixing these splits (charting), so that where contact is unavoidable this happens between the same individuals</li> <li>• Spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time Employees will only be allowed to work if they are well and neither them nor any of their household are self-isolating</li> </ul>	
6	Loss of staff on campus due to removal of vulnerable people, those working from home and those in self isolation	Unable to maintain same level of service delivery.  Additional mental pressure on those staff still expected to work on site. Pressure will increase if any member falls ill or needs to self-isolate.	Staff, Vulnerable People.	3	4	<b>12(M)</b>	<ul style="list-style-type: none"> <li>• Reduce service levels accordingly.</li> <li>• Ensure:</li> <li>• Team and social distancing.</li> <li>• Managers should regularly review welfare of this group and monitor anxiety levels.</li> <li>• Introduce team resource monitoring to maintain minimum number to operate function safely.</li> </ul>	3x1=3(L)
7	Mental health pressure of those on campus and working from home	Sickness absence due to stress.  Increased fear and anxiety among those left	Staff	3	4	<b>12(M)</b>	<ul style="list-style-type: none"> <li>• Practice team distancing and promote good hygiene.</li> <li>• Managers should regularly review welfare of this group and monitor anxiety levels</li> <li>• Introduce team resource monitoring to maintain minimum number to operate function safely i.e. avoid lone working.</li> <li>• Only essential workers should remain on campus.</li> <li>• Remaining staff should be monitored closely and supported with additional breaks or ability to work different hours to avoid busy commuting times etc.</li> </ul>	3x3=9(L)

# Risk Assessment Form

8	Cleaning general academic and professional service areas after known Covid-19 case	Exposure to Covid-19 fluids or residue	Staff, Cleaners, Facilities and Estates Assistants.	4	5	<b>20(H)</b>	<ul style="list-style-type: none"> <li>Exposed area (lab, office etc) to be closed down with no access for 72 hours where at all possible. Some buildings remain closed and some are open reduced hours.</li> <li>Where not possible</li> <li>Guidance and personal protective equipment (apron, gloves etc.) should be provided.</li> <li>All room users advised and reminded to monitor their own health</li> </ul>	4x2=8(L)
9	Cleaning student accommodation areas for suspected Covid-19 cases	Direct exposure to those with Covid-19 or their residual fluids	Staff, Cleaners, Facilities and Estates Assistants.	4	5	<b>20(H)</b>	<ul style="list-style-type: none"> <li>Adhere to specific cleaning RA. Touchpoints in common areas of the building to be cleaned in a way which maintains social distancing. e.g. door handles banister rails.</li> <li>Students in shared flats required to go into self-isolation if one of them becomes ill.</li> <li>Self-isolating flats to be identified to cleaners and staff proactively to ensure no access is made.</li> <li>Inform students that these flats will not be accessed during the period of isolation.</li> <li>Guidance and personal protective equipment (apron, gloves etc.) will be provided.</li> <li>All cloths and PPE to be disposable.</li> <li>Staff to be trained how to use PPE.</li> <li>All disposable items to be disposed of safely in accordance with guidance as clinical waste.</li> <li>All building users advised re monitoring their own health.</li> <li>Identify a small number of volunteer cleaners who could clean vacated rooms.</li> <li>Ensure staff are supervised, are wearing PPE and following guidance and specific cleaning risk assessment.</li> </ul>	4x2=8(L)
10	Maintaining Health & Safety standards	Plant and equipment is left running with reduced	Staff	4	4	<b>16(M)</b>	<ul style="list-style-type: none"> <li>Amalgamate any essential services where possible.</li> </ul>	4x2=8(L)

# Risk Assessment Form

	<p><i>with reduced staff on site</i></p>	<p><i>skilled support available to manage its use.</i></p> <p><i>Increased number of incidents due to lack of supervision or relaxed standards.</i></p> <p><i>Breach of H&amp;S legislation.</i></p> <p><i>Lack of fire wardens to enable effective emergency evacuation.</i></p> <p><i>Lack of first aiders.</i></p>					<ul style="list-style-type: none"> <li>• Security team/FSA remain as First Responders to provide first aid (they have PPE and guidance on how to do this safely)</li> <li>• Line managers to ensure H&amp;S guidance is still followed for those left on site.</li> <li>• Monitor buildings and areas prone to malicious behaviour. Report incidents to Campus Security.</li> <li>• In the event of a building evacuation, retain social distancing.</li> <li>• Call Campus Security for first aid assistance: 0191 227 3200.</li> <li>• Contractors to provide updated risk assessments and method statements (RAMS)</li> <li>• Regular visitors have been provided information additional to following their own protocols/procedures, which highlights the risks of CoVid-19 and states that symptomatic individuals will not be allowed entry or will be requested to leave by the project manager</li> </ul>	
11	<p><i>Someone entering the workplace with Covid-19</i></p>	<p><i>Direct exposure to those with Covid-19 or their residual fluids</i></p> <p><i>A visitor enters the workplace with CV19 and passes the virus on to employees.</i></p>	<p><i>Staff, Students, Visitors, Vulnerable People.</i></p>	4	5	20 (H)	<ul style="list-style-type: none"> <li>• We are following Government advice applicable to our workplace. GOV.UK:</li> <li>• Follow Sector Specific Guidance on Social Distancing in the workplace:</li> <li>• <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></li> <li>• <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></li> <li>• We make regular announcements through various mediums including email, intranet updates, posters etc to remind staff and/or</li> </ul>	4x2=8(L)

# Risk Assessment Form



						<p><i>customers to follow social distancing advice and wash their hands regularly</i></p> <ul style="list-style-type: none"> <li>• <i>Staff are encouraged the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking</i></li> <li>• <i>Staff are encouraged to use the hand washing facilities and hand sanitiser</i></li> <li>• <i>Where it is not possible to remain 2 meters apart, staff should work side by side, or facing away from each other, rather than face to face if possible in line with Government guidance</i></li> <li>• <i>Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible in line with Government guidance</i></li> <li>• <i>As much as possible, keep teams of workers together (cohorting), and keep teams as small as possible</i></li> <li>• <i>Rearrange seating and table layouts to facilitate working further apart to reduce face to face interaction.</i></li> <li>• <i>Reduce room occupancy rates.</i></li> <li>• <i>Assign staff to other floors</i></li> <li>• <i>Discourage non-essential movement within buildings and throughout Campus.</i></li> <li>• <i>Staggered shift patterns</i></li> <li>• <i>Consider splitting staff into teams with alternate days working from home, or splitting across a day and night shift</i></li> <li>• <i>Where it is possible to remain 2 meters apart, using signage such as floor markings and/or using one way routes using barriers, lane markers to facilitate compliance,</i></li> </ul>	
--	--	--	--	--	--	--	--

# Risk Assessment Form



						<p><i>particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form. Where this is not possible, each area will be reviewed on its merit including the use of one way systems, all staff are to adopt a common sense approach in such areas.</i></p> <ul style="list-style-type: none"> <li><i>• Whilst ensuring building security and fire compliance, all persons will use designated entrance and exits to the building to reduce congestion and interaction to maintain social distancing.</i></li> <li><i>• Inform all your supply chain, companies, visitors and contractors who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</i></li> <li><i>• Information posters/emails are sent to regular visitors which highlights the risks of Covid-19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.</i></li> <li><i>• Information posters highlighting the symptoms of Covid-19 are clearly displayed and placed in all buildings.</i></li> <li><i>• The poster/information will state that symptomatic individuals will not be allowed entry.</i></li> <li><i>• Hygiene requirements (handwashing etc.) and symptoms of Covid-19 will be included within Induction.</i></li> </ul>	
--	--	--	--	--	--	---	--



# Risk Assessment Form

12	<p>Someone becomes ill in the workplace Symptomatic or exposed persons</p>	<p>Direct exposure to those with Covid-19 or their residual fluids</p> <p>A visitor enters the workplace with Covid-19 and passes the virus on to employees.</p> <p>Person contracts Covid-19 due to working closely with an unknown infected person and not following social distancing guidelines.</p> <p>Persons are not aware of the risks from Covid-19 and become infected due to complacency and/or lack of awareness of control measures.</p> <p>Person(s) is/are symptomatic of Covid-19 or has been in close contact with someone with Covid-19.</p> <p>A person catches Covid-19 due to another employee continuing to work despite being unwell</p>	<p>Staff, Students, Visitors, Vulnerable People.</p>	4	5	<p><b>20 (H)</b></p>	<ul style="list-style-type: none"> <li>• Person will be removed to a designated area which is at least 2 meters away from other people.</li> <li>• The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</li> <li>• The workplace will be cleaned following Governmental guidance:</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Treatment of first aid will be in accordance University Procedure for Covid-19.</li> <li>• Staff are advised to follow NHS online guidance:</li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>• Symptomatic employees are not to come on to Campus.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</li> <li>• Those who can work from home are to work from home. A specific homeworking risk assessment will be conducted if needed.</li> </ul>	<p>4x2=8(L)</p>
13	<p>Contaminated Workplace</p>	<p>A person catches Covid-19 due to contaminated</p>	<p>Staff, Students, Visitors,</p>	4	3	<p><b>15 (M)</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitisers have been placed in the workplace in entrances and exits with</li> </ul>	<p>4x2=8(L)</p>

# Risk Assessment Form

		surfaces.	Vulnerable People Staff, Students, Visitors, Members of the Public, Vulnerable People				<ul style="list-style-type: none"> <li>additional signage encouraging use</li> <li>Extra hygiene requirements (handwashing etc.) are enforced.</li> <li>Multi-use hand towels are not used to dry hands.</li> <li>Surfaces are cleaned with products from approved cleaning products</li> <li>Frequency of cleaning schedules are reviewed and monitored frequently and changes and/or scope for additional services are implemented as necessary</li> <li>Those on Campus are to clean their workstation regularly.</li> </ul>	
14	Person/s who have contracted Covid-19	Contracted Covid-19 by any means.		4	5	20(H)	<ul style="list-style-type: none"> <li>The workplace will be cleaned following Governmental guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Personal and Respiratory Protective Equipment will be provided relative to such activities.</li> </ul>	3x5=15(M)
15	Lack of accurate information / a failure to disseminate information	Employees are not aware of the to date risks from Covid-19 and become infected due to lack of awareness of control measures		4	5	20(H)	<ul style="list-style-type: none"> <li>The Silver Command Group are to ensure information is shared and managed.</li> <li>Sign up to the UK Gov CV19 immediate updates: <a href="https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response</a></li> <li>Monitoring relevant Websites and News outlets.</li> </ul>	5x1=5(L)

Does this Risk Assessment Require Further Specific Risk Assessment:

# Risk Assessment Form

<b>Manual Handling: Y/N</b> Please list reference No:	<b>COSHH: Y/N?</b> Please list reference No:	<b>PUWER: Y/N?</b> Please list reference No:	<b>DSEAR: Y/N?</b> Please list reference No:	<b>Young Persons: Y/N?</b> Please list reference No:	<b>New &amp; Expectant Mothers: Y/N?</b> Please list reference No:
--	---	---	---	---	---

## To be completed by the person undertaking the risk assessment

Name: Stuart Hewes                      Job Title: Health and Safety Manager

Signature: *SMH*                              Date: 31<sup>st</sup> May 2020

## To be completed by the Line Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health & safety of both employees undertaking the tasks and any other person who may be affected by the activities.

Name: Emrys Pritchard    Job Title: Director of Health, Safety and Sustainability

Signature: *EPritchard*    Date: 31<sup>st</sup> May 2020

***NB – If Line Managers do not agree that the risk assessment is suitable and sufficient then the assessment must be reviewed and amended accordingly.***

To ensure we are consistent in managing safety risks across the UNN please answer the following question and take any appropriate action: -

1. Can this risk assessment be shared and labelled as Generic to the University i.e. is the activity carried out within another faculty or department? **Y/ N**
2. Is there a related risk assessment that may require review and update following completion of this risk assessment? **Y/N**

# Risk Assessment Form



## Calculating the risk rating

**Risk = Likelihood x Severity**

Likelihood	X	Severity
Remote = 1		Near miss = 1
Unlikely = 2		Minor injury = 2
Possible = 3		Lost time = 3
Likely = 4		Major injury = 4
Very Likely = 5		Fatality = 5
Certain = 6		Multiple fatality = 6

## Severity 1 to 6

Likelihood 1 to 6

	Near miss	Minor injury	Lost time	Major injury	Fatality	Multiple fatality
Remote	1	2	3	4	5	6
Unlikely	2	4	6	8	10	12
Possible	3	6	9	12	15	18
Likely	4	8	12	16	20	24
V Likely	5	10	15	20	25	30
Certain	6	12	18	24	30	36

- Acceptable region: no need to do more
- Tolerable region: Reduce risk as low as reasonably practicable
- Unacceptable region: MUST reduce risk to at least tolerable